



New Member Orientation Verification Checklist

When new members are accepted into your BNI chapter, it is mandatory that they attend a brief New Member Orientation after the meeting in which they are inducted. The following items must be reviewed thoroughly.

- Review Attendance Policy**
Regular attendance is mandatory to maintain your membership.
Members can have up to three absences every six months beginning April 1 and October 1.
If you cannot attend a meeting, please find a substitute to represent you.
Provide current copy of substitute list. (Available on www.bnioregon.com.)
- Review New Member Packet**
Name badge must be worn at every chapter meeting or BNI event.
Business card book should be filled with member business cards.
CD is an excellent resource and should be listened to before the next meeting.
BNI Membership Pin can be worn at any networking event.
- Review Member Policies Brochure**
3. Meetings last for 90 minutes. Please arrive on time and stay for the entire of the meeting.
5. Attendance is critical to the success of a chapter.
8. Eight-minute speakers must bring a door prize of a \$15-\$20 value.
9. There are no leaves of absence except for medical or military leaves.
 Option 1: Issue a Letter of Credit for remainder of membership; membership stops; opens classification.
 Option 2: Provide a substitute for up to 8 weeks; membership runs; holds classification.
10. If a visitor applies for membership and there is a conflict with your classification, you **MUST** address the Membership Committee. Otherwise, if there are no complaints, they will assume your consent.
Please read the remainder of the Member Policies Brochure on your own time.
- Code of Ethics Card**
The Code of Ethics card should be stored in your business card book.
- Review Dance Card Concept**
Average of one per week.
Minimum of one hour in length: 30 minutes of each other's business.
Not a sales pitch; rather a time to educate one another.
- Review Referral Slips**
Must be complete and legible.
Can be completed for bringing a first-time visitor to the meeting.
Can be completed for dance cards conducted (not for wanting to schedule a dance card).
- Member Bio Sheet & Member Launching Pad**
Complete the Member Bio Sheet and submit to the Secretary/Treasurer to keep on file.
Complete the Member Launching Pad, then ask Secretary/Treasurer to be a 3-minute speaker.
- Member Success Program/Advanced Education Series**
Member Success Program is required in the first 60 days of your membership.
Cannot be on 8-minute speaker rotation until Member Success Program is completed.
Provide Member Success Program and Advanced Education Series schedules.
No cost to attend; part of your membership.
- Add any issues you feel are important to the chapter. Answer any additional questions.**

New Member Name _____ Date _____

President Signature _____ Date _____